

**OFFICE OF COMMUNITY SERVICES
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS**

**NOTICE OF REQUEST FOR INFORMATION (RFI) CONCERNING
LOW-INCOME PERSONS AND IMMIGRANTS
FOR FISCAL BIENNIUM (FB) 2008-2009**

As part of its planning process, the Office of Community Services (OCS), Department of Labor and Industrial Relations (DLIR), is seeking through this RFI written comments regarding planned Request for Proposals (RFP) for FB 2008-2009 for the following programs:

LBR 903-01 Employment Core Services for Low-Income Persons
LBR 903-02 Employment Core Services for Immigrants

We recently sent all service providers a copy of a Notice of Request for Information (RFI) to provide written comments regarding planned RFPs.

This letter seeks additional input from you regarding specific issues relating to the Employment Core Services for Low-Income Persons (ECS-LIP) and Employment Core Services for Immigrants (ECS-IMM) RFPs.

As you are aware, the ECS-LIP and ECS-IMM contracts are administered pursuant to a milestone payment system. There are two specific areas of the milestone payment system OCS would like your input on as we develop the RFP for the upcoming biennium.

“Highly Challenged” Client Category

The “highly challenged” client is determined by criteria set forth in the RFP. OCS mailed all service providers a letter dated December 7, 2005, informing you that you may request OCS’ prior approval to designate a client as “highly challenged,” although the client does not meet the eligibility criteria as set forth in the RFP and “Highly Challenged Checklist.” OCS wants your suggestions regarding the method used to determine a “highly challenged” client. Should the checklist be expanded to include additional criteria? If so, what should the criteria be? Is there a better way to determine a “highly challenged” client rather than using a checklist? Please keep in mind we are striving for consistency among all of our service providers in determining what constitutes “highly challenged.” In addition, although each situation is unique, it is not feasible for OCS program staff to make a client category determination for each individual client you serve.

Employment Preparation

The employment preparation component, Milestone 2, is intended to prepare a client to seek and apply for gainful employment and to ensure the client is ready to enter the workforce. Currently, the requirement for Milestone 2 is the documentation of successful completion of an employment preparation program. There is a range of employment preparation services among service providers being provided to satisfy the requirement for Milestone 2. OCS requests your input on the **minimum** level of employment preparation (i.e., services provided and/or number of hours completed) your agency believes would be appropriate to charge for completion of Milestone 2.

If there are any other issues you have specifically relating to the milestone payment system, please include them with

your responses. With your assistance and feedback, we hope the milestone payment system will continue to evolve and improve. Thank you.

Interested parties may view and print copies of the most recent service specifications and proposal evaluation criteria via www.hawaii.gov/spo2/health/rfp103f/. If you have further questions, please call the Office of Community Services at (808) 586-8675 between 8:00 a.m. and 4:30 p.m., Monday through Friday, except State holidays. Written response to this Request for Information should be addressed to Mr. Sam Aiona, OCS Executive Director, and sent to: 830 Punchbowl Street, Room 420, Honolulu, Hawaii 96813. Responses may also be e-mailed to Keith.Y.Yabusaki@hawaii.gov. The deadline for receipt of comments is June 15, 2006.

Participation in this RFI process is optional and is not required in order to respond to any subsequent procurement by OCS. Moreover, neither OCS nor any interested party responding to the RFI has any obligation under this RFI.